

Apparatus Eligibility

Only those fire agency apparatus utilized in state mobilization, including structural firefighting units, required support units, and command vehicles will be compensated. Costs of privately owned vehicles are not a fire agency expense and are not eligible for reimbursement.

Intent of Statute

“When available” The statute and the Plan both provide for the mobilization of resources “when available”. If an apparatus or equipment resource must be backfilled, then it is unavailable and is not to be mobilized. “When available” means that there is no requirement to provide fire resources in response to a state mobilization request and that no replacement or backfill apparatus will be provided to a local fire protection jurisdiction that has committed apparatus to a state fire resources mobilization. If a backfill apparatus is requested, the mobilized apparatus will be demobilized and returned as soon as possible; no replacement will be authorized.

Compensation: Apparatus / Equipment

Unlisted Rates: Refer to the Department of Natural Resources for rates of other equipment not listed in the Washington State Association of Fire Chiefs Rate Schedule. The Finance Section Chief for the Mobilization Incident Management Team shall have the authority to negotiate payment rates for specialized resources, including those with nominally listed (published) rates, provided that such negotiated rates, within reason and with facts in support, are documented and a copy attached to the claim (**See Rates – Appendix N**).

Compensable Time (On-Shift) will include reasonable travel from point of hire to the incident and return to the point of hire from the incident upon release; travel between the incident base and assigned work location; and for specifically directed work. Specific work includes, but is not limited to, assigned suppression work, assigned staging and/or readiness, and assigned support activities. Engines will not be compensated for more time than the crew operating the apparatus.

Example:

If a crew has 61 hours of time shown on the Crew Time Reports, the engine will only be compensated for 61 hours even if the Emergency Equipment Shift Tickets show more hours. Consideration will be taken if more than one crew is working at an incident with the same apparatus.

Exceptions:

- If equipment is brought to the fire, made available and subsequently hired, none of the travel to the incident and return is allowed. Daily travel will be reimbursed.
- Equipment that fails the pre-use inspection and is not in a safe and operable condition will not be reimbursed for travel and is not considered under hire.

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- Time required for maintenance is not compensable.

Time Keeping: Equipment use shall be recorded by time unit personnel as follows.

Hourly Rate – to the nearest quarter-hour

Mileage Rate – nearest mile

Travel Time: Travel time is calculated at the mileage from home agency to incident divided by 45 mph. Computer programs such as Map Quest will be used to determine mileage. This calculation takes into consideration rest breaks and fueling. Excessive travel, unless otherwise documented will not be eligible for reimbursement.

Wet Rate

All apparatus and equipment are paid as a “wet rate”. A wet rate is inclusive of all fuel, oil, maintenance, repair, insurance, and incidental cost. These costs are paid by the owner and are not reimbursable.

Paid As Ordered

Units are paid based on the resource order. If a unit has the ability to operate in an upgraded capacity, and the assignment requires the unit to operate in the upgraded capacity, the unit will be compensated at the appropriate rate and the resource order will need to be revised.

Unit Ordered	Unit received:	Paid as:
2 x 4 Type 3 Engine	4 x 4 Type 2 Engine	2 x 4 Type 3 Engine
Wildland Engine	4 x 4 Type 3 Engine	4 x 4 Type 3 Engine
4 X 4 Type 5 Engine	2 x 4 Type 5 Engine	2 x 4 Type 5 Engine or rejected
Water Tender	2 x 4 Type 2 Tender 2,500 gallon	2 x 4 Type 2 Tender 2,500 gallon

Decommissioned (Out-of-Service) Units

The Ground Support Unit will coordinate and provide for the inspection of all state mobilized apparatus, which is to be scheduled for the first non-working period so that resource deployment will not be delayed.

Decommissioned units are out-of-service. Out-of-service apparatus are not eligible for any incident assignments or state mobilization payment until repaired and accepted by the Ground Support Unit. Personnel assigned to that unit are not eligible for compensation unless reassigned. Only an Incident Commander may overrule an out-of-service order issued by the Ground Support Unit.

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Mileage and Daily Rate

Vehicles used for transportation to and from a mobilization event will be paid at the Washington State Travel Regulations and Rates. Vehicles used for transportation on the incident will be paid a daily rate or rate per mile, whichever is higher depending upon the type of vehicle.

Example:

A Strike Team Leader drives an SUV to an incident. He drives the miles as indicated on the Emergency Equipment Shift Ticket.

EMERGENCY EQUIPMENT SHIFT TICKET						
<small>NOTE: The responsible Government Officer will update this form each day or shift and make initial and final equipment inspections.</small>						
1. AGREEMENT NUMBER			2. CONTRACTOR (name)			
3. INCIDENT OR PROJECT NAME		4. INCIDENT NUMBER		5. OPERATOR (name)		
6. EQUIPMENT MAKE		7. EQUIPMENT MODEL		8. OPERATOR FURNISHED BY <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> GOVERNMENT		
9. SERIAL NUMBER		10. LICENSE NUMBER		11. OPERATING SUPPLIES FURNISHED BY <input type="checkbox"/> CONTRACTOR (wet) <input type="checkbox"/> GOVERNMENT (dry)		
12. DATE MO/DAY/YR	13. EQUIPMENT USE			14. REMARKS (released, down time and cause, problems, etc.)		
	START	STOP	HOURS/DAYS/MILES (circle one) WORK SPECIAL			
8/1/05			100 miles	15. EQUIPMENT STATUS <input type="checkbox"/> a. Inspected and under agreement <input type="checkbox"/> b. Released by Government <input type="checkbox"/> c. Withdrawn by Contractor		
8/2/05			10 miles			
8/3/05			75 miles			
8/4/05			20 miles			
8/5/05			100 miles			
17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE			18. GOVERNMENT OFFICER'S SIGNATURE		19. DATE SIGNED	

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OPTIONAL FORM 297 (Rev. 7-90)
USDA/USDI

The payment for this vehicle would be as follows:

Day	Miles	Rate	Subtotal	Guarantee
August 1, 2005	100	\$ 0.375	\$ 37.50	\$ -
August 2, 2005	10	\$ 0.375	\$ -	\$ 22.00
August 3, 2005	75	\$ 0.375	\$ 28.13	\$ -
August 4, 2004	20	\$ 0.375	\$ -	\$ 22.00
August 5, 2005	100	\$ 0.375	\$ 37.50	\$ -
	305		\$ 103.13	\$ 44.00

Note that on August 2 and August 4, 2005, the daily rate exceeds the mileage rate. The higher (daily) rate is then paid.

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Mechanical Failure

The cost of mechanical or other physical damage repair is deemed to be included within the cost of the "wet rate" paid for apparatus. There is no reimbursement for these costs.

Examples:

- Mechanical breakdowns, including major items (e.g., motor, transmission, differential).
- Body damage, minor (e.g., scratched paint from brush and trees, or damage sustained running through fences) or major (e.g., body and fender damage).
- Cost incurred due to incidental loss or damage to apparatus, equipment, or personal property are not reimbursable.
- Cost of temporary replacement for lost or damaged apparatus, equipment, or personal property (e.g., rental expense) while permanent repairs or replacement are being pursued is not reimbursable.

Fuel / Oil / Maintenance Cost

Fuel, oil, and maintenance costs that are chargeable to state mobilization units will be deducted from the units' payment.

Compensable Time – Minimum Guarantee Engines

For engines, a minimum of 5 hours of "working" time will be paid per 24-hour period for firefighting apparatus, even if actual hours worked (assigned) is less, provided that the apparatus is in service (response ready). This minimum "working" time provision does not apply to travel days to or from the incident.

Date	22	23	24	Example This is an example where the five hour minimum is met for the 23 rd . The 22 nd and 24 th were travel days. The engine would be paid for 15 hours.
Hours	2	5	8	
Description	Travel to fire 1200 to 1400	Unassigned	Assigned @ 0600 and work until 1200 and 2 hours travel home	

Compensable Time – Minimum Guarantee – Mechanics

Guarantee is based on the mechanic, helper, and work truck being hired together for an incident. If the total time they are used is less than five hours, they will be paid at the guarantee rate. This applies only to mechanics/works trucks ordered by mobilization.

Rental Vehicles

Those persons called to respond as a Division Group Supervisor or Strike Team Leader who do not have an agency owned vehicle available, may rent a vehicle to utilize on an incident. This requires:

1. Pre-authorization from the State Fire Marshals Office prior to renting.
2. The vehicle is rented under the home agency's name.
 - a. Agency responsible for:
 - i. Driver's actions.
 - ii. Tickets incurred (criminal or traffic).
3. The home agency pays the initial cost of the vehicle rental.
 - a. Reimbursement sought after the incident.
4. Fuel cost are reimbursed
 - a. Dated fuel receipts required to be submitted for reimbursement.

Vehicle rentals will be the exception when responding to a mobilization event.



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Supplies

Non-expendable supplies checked out from the incident supply unit must be returned prior to final demobilization and departure. The cost of supplies not returned, and for which there is no documentation attesting to fire loss, transfer, or other disposition, will be deducted from the unit payment.

Other expenses may be authorized for reimbursement on a case-by-case basis. Such other expenses must be approved by the WSP, Fire Protection Bureau prior to the cost being incurred.

Telephone Charges

Allowable (reimbursable) telephone expenses include those calls made during the mobilization for incident business only. These calls would normally be made by members of an Incident Management Team, Strike Team Leaders, and Single Resource Bosses. Calls must be reasonable and prudent, limited calls between state mobilization resources and their home agency, e.g., brief daily status update (maximum 10 minutes per day). No personal use is reimbursable.

Claims must be submitted with all charges. Mobilization will reimburse only those minutes used per phone call, not the cost of the monthly service or special features. No special billings may be used in support of these costs. (Note: "special billing" charges the calls to State Mobilization).

No equipment resource order number will be issued for telephones other than installation at a camp. Cellular phones will use the Overhead or Equipment resource order number.

Travel

Time spent traveling from home agency to an event and back is considered compensable time. Costs incurred while traveling may also be compensable. These are:

- **Per Diem**
 - Reimbursed for actual per diem expenses (receipts required).
 - Paid in accordance with Washington State Travel Regulations and Rates.
 - If food is provided at camp, no per diem expenses will be authorized.

Note: Compensation for meals can be claimed if travel time will be in excess of 6 hours and out of your home jurisdiction.

- **Personnel Accommodations**
 - Established camp accommodations for housing, feeding, and support of state mobilized personnel shall be used when provided.

Section 16 Other Mobilization Costs

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- Alternate accommodations may be utilized at the expense of the user. The cost for these alternate accommodations are not reimbursable.

Other Expenses

Other expenses may be authorized for reimbursement on a case-by-case basis. Such other expenses must be approved by the WSP, Fire Protection Bureau prior to the cost being incurred.

Contracts

Only the Finance Section Chief for the fire mobilization Incident Management Team, the Regional Coordinator, and State Fire Marshal shall have the authority to negotiate and enter into a payment arrangement for facilities, meals, and other costs associated with the incident.



Section 17

Reimbursement of Cost Incurred - Personal Injury

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Compliance with the following procedures in the event of personal injury to any personnel mobilized under the *Mobilization Plan* is required.

Notice of Injury to Medical Unit

The Medical Unit is to be advised of any injury immediately. The Medical Unit will provide or arrange for the care of the injured person.

Incident Report

The injury must be immediately reported to the on-scene Division Supervisor or higher officer so that the circumstances can be confirmed and a record made. This report, supported by the record in the unit log and supplemented by the report of the Medical Unit, is required for the support of any claims made. Utilize the Personal Injury Notice (**See Forms – Appendix M**).

Insurance Coverage

Injuries sustained while in the employ of the Washington State Patrol, Fire Protection Bureau are covered under the Washington State Labor and Industries (L&I) insurance laws. Injuries sustained while in the employ of the home fire service agency are covered under the benefit programs provided by that agency.

Personnel Compensated by the Washington State Patrol:

Injury Report to Washington State Patrol

Immediately upon an employee of the Washington State Patrol, Fire Protection Bureau sustaining an injury, the Incident Management Team shall take the following actions:

1. Report the injury, within 24 hours, to the Washington State Patrol, Fire Protection Bureau at the State Emergency Operations Center: **(253) 912-4932**.
2. Complete and fax **(253-512-7234)** to the Washington State Patrol, Fire Protection Bureau, as soon as possible after the injury occurs, the following:
 - Personal Injury Notice (**See Forms – Appendix M**)
 - Medical Unit Report
 - Emergency Firefighter Time Report (Optional Form 288)
3. If the injured person is taken to a hospital or other medical facility, advise the facility that it is an on-the-job injury covered by Washington State L&I and complete the L&I claim form (to be provided by the medical facility). The employer name and address to be listed on this form is:

**Washington State Patrol, Fire Protection Bureau
PO Box 42600
Olympia WA 98504**

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Reimbursement of Cost Incurred - Personal Injury**

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Personnel Reimbursed by Home Agency: Injury Report to Home Fire Service Agency

The following actions need to be taken immediately upon an employee of any fire service agency sustaining an injury:

1. Report the injury, within 24 hours, to the home fire service agency.
2. Complete and fax to the home fire service agency, within 24 hours after the injury occurs, the following:
 - Personal Injury Notice (**See Forms – Appendix M**).
 - Medical Unit Report.
 - Emergency Firefighter Time Report (Optional Form 288).
3. If the injured person is taken to a hospital or other medical facility, advise the facility that it is an on-the-job injury covered by Washington State L&I (except LEOFF Plan 1 members) and complete the L&I claim form (to be provided by the medical facility). The employer name and address to be listed on this form is that of the home fire service agency.

Report to Home Fire Service Agency

A full report of any reportable firefighter injury, including incident history, cause of injury, and action taken, shall be made to the home fire agency.

Submittal of Claims

Claims must be submitted to the Washington State Patrol, Emergency Mobilization Section within 45 days of the end of the mobilization.

Exceptions: (i.e., late claims) will be reviewed on a case by case basis.

Agencies or persons with claims that may exceed the 45-day period need to submit a written request for exception with a detailed explanation for the exception.

Claim Forms

Claims for expenses and reimbursement of costs incurred under state fire services mobilization are to be made utilizing the state mobilization forms (**See Forms – Appendix M**).

Exceptions: The Incident Finance Section will create the payment records for all apparatus and volunteer personnel. No agency records or expense claims are to be prepared for these.

Records

Accurate time and activity records for all units and personnel are required to be maintained by the unit leader, Strike Team or Task Force Leader. Unit time records for equipment and personnel must be submitted to the Incident Time Unit daily. Completed unit logs must be submitted to the Demobilization Unit prior to departure from the incident.

Limitation of Claims

The cost of apparatus or equipment repair or replacement due to loss or damage as a direct result of state mobilization activity will be paid, provided that such loss or damage was not caused by the willful misconduct, negligence, or bad faith of the claimant. The only costs that are reimbursable under this provision are for physical loss or damage caused directly by the dynamics of the emergency event or direct firefighting activity.

Examples:

- Losses incurred due to a “cut and run” order.
- Physical damage caused by falling debris from the fire.

Appeal of Denied Claims

A denial of payment of costs may be appealed in writing to the Regional Fire Resource Coordinator within 30 days of the notice of the denial. The Regional Fire Resource Coordinator will seek to determine the facts of the claim and resolve the appeal. If resolution cannot be reached, the Regional Fire Resource Coordinator will take the appeal to the State Fire Defense Committee for review and recommendation.

Review of Appeal

The State Fire Defense Committee will review appeals within 90 days of receipt and may request from the claimant such other records, documents, or statements as are needed for its review. After review, the State Fire Defense Committee will make a recommendation to the Chief of the Washington State Patrol for disposition.

Decision on Appeal

The Chief of the Washington State Patrol will receive the State Fire Defense Committee's recommendation and within 30 days of receipt make a determination on the appeal. The claimant will be advised, in writing, of the decision by the Chief of the Washington State Patrol.

Audit

All claims for expenses and reimbursement of costs incurred are subject to audit. Audit personnel may call for, and the local jurisdiction making the claim shall provide, all records necessary to conclusively show that actual payments were made for which reimbursement is claimed.

Audit Teams

After a mobilization event, a Payment Team will be assembled within a proximity to the event. The team will audit all claims, processing volunteer firefighters and all equipment claims so they can be submitted for payment by the Washington State Patrol.

The size of the team will depend on the size of the event. The pool will be comprised of personnel from the Washington Fire Service, local, and state agencies. The pool will consist of experienced and qualified timekeepers or persons with a background in Mobilization claims. At minimum, members should have taken S-260 / S-261.

Apparatus and Equipment Loss or Damage

Apparatus and equipment loss or damage for which any reimbursement of cost may be sought is required to be reported to the on-scene Division Supervisor or higher officer when the loss or damage is incurred so that the circumstances can be confirmed and a record made (**See Loss / Damaged Equipment Form – Appendix M**). This loss or damage reported, supported by the record in the unit log, is required for the support of any claims made.

Claims for Reimbursement: Claims for reimbursement of cost for apparatus or equipment loss or damage must be:

- Submitted on Loss / Damaged Equipment Form.
- Accompanied by:
 - Copy of the investigation.
 - Invoice copies showing the actual cost incurred.

Section 19 Liability Coverage

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As provided in **RCW 43.43.962**, the Plan shall be consistent with, and made a part of, the Washington State Comprehensive Emergency Management Plan. Thus, state fire services mobilization under Chapter 43.43 RCW should be considered part of the state's emergency management program under Chapter 38.52 RCW, and subject to that chapter's liability and indemnification provisions.

As such, **RCW 38.52.180(2)** provides, in relevant part, as follows: All legal liability for damage to property or injury or death to persons (except an emergency worker, regularly enrolled and acting as such), caused by acts done, or attempted, under the color of this chapter in a bona fide attempt to comply therewith shall be the obligation of the state of Washington. Suits may be instituted and maintained against the state for the enforcement of such liability, or for the indemnification of persons appointed and regularly enrolled as emergency workers while actually engaged in emergency management duties, or as members of any agency of the state or political subdivision thereof engaged in emergency management activity...PROVIDED, that the foregoing shall not be construed to result in indemnification in any case of willful misconduct, gross negligence, or bad faith on the part of any agency of emergency management....



Section 19 Liability Coverage

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Section 20 Administrative And Future Development

2005 Mobilization Plan

State Mobilization Plan Review and Amendment

The State Fire Defense Committee will review and debrief state mobilization actions and develop recommendations for improvements to this Plan.

The development of state mobilization and reimbursement procedures for the efficient movement and equitable reimbursement of firefighting resources statewide is a dynamic process. Additional lessons gained from the experience of actual mobilizations of fire resources to major emergency incidents of all types will prompt future revisions and refinements to this Plan.

Regional Plans

As required by **RCW 43.43.960(7)**, each Fire Defense Region will develop a Regional Fire Defense Plan that is consistent with the Plan, the incident command system (NIMS ICS), and other regional response plans that are already adopted and in use (**See Regional Fire Defense Plan Review and Update Schedule – Appendix F**).

The State Fire Defense Committee will review and approve all Regional Fire Defense Plans every three years per the rotation schedule shown below. At the September meeting of the State Fire Defense Committee, the three regions scheduled for plan review will submit a copy of their respective plan along with a completed copy of the Regional Fire Defense Plan Review Checklist (**See Regional Fire Defense Plan Review and Update Schedule – Appendix F**).

Representatives of the State Fire Defense Committee, to include a Regional Fire Resource Coordinator, EMD, and WSP, will review the submitted plans in accordance with the Regional Fire Defense Plan Review Checklist. This review committee will present the reviewed plan for approval at the November meeting of the State Fire Defense Committee. The Chair of the State Fire Defense Committee will submit the approved Regional Fire Defense Plans to the Fire Protection Policy Board for final approval in accordance with **RCW 43.43.960**.

A copy of each approved Regional Fire Defense Plan shall be provided to the Emergency Management Division for accessibility by state agency staff in the State EOC.

Training

The Plan and related procedures serve as the major training tools for developing knowledge of how state fire resources mobilization will occur in Washington State. The State Fire Defense Committee will develop appropriate training to support the Plan.

**Section 20
Administrative And Future Development**

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